

Magical John's Birthday Party Checklist!

Brought to you by www.MagicalJohn.com

Follow these steps to reduce stress , bring peace and make your child's special day more enjoyable for everyone!

3 Months Before Party

- Pick Theme
- Choose Date
- Book Facility (if needed)
- Book Entertainment (if needed)
- Other _____

START NOW!

6 Weeks Before Party

- Make Invitation List
- Create Invitations
- Plan Activities/Food
- Order Accessories
- Rent Supplies (if needed)
- Other _____

2-3 Weeks Before Party

- Send Invitations
- Order Cake/Food
- Make Supply List
- Other _____



1 Week Before Party

- Send Reminders
- Ask Friends to Help
- Buy Everything on Supply List
- Assemble Party Bags
- Other _____

DON'T LET THIS LINGER!



3 Days Before Party

- Order Balloons
- Prepare Games
- Buy Drinks/Water
- Locate Cooler
- Grab Lawn Size Garbage Bags
- Other _____

THESE SAVE
LAST MINUTE
STRESS!

1 Day Before Party

- Pick up Cake/Candles
- Buy Ice
- Decorate (if in your home)
- Charge Camera/Clear Memory Card
- Ask Friends to Bring Cameras
- Pin/Paper for Proper Present Credit
- Other _____

Day of the Party

- Pick up Balloons
- Fill Cooler
- Decorate (if at a facility)
- Prepare Table for Gifts
- Put Out Food
- Give Out Goodie Bags
- Get Help for Clean Up (kids!)
- Other _____

24 Hours After the Party

- Send Thank You Notes
- Return Anything Borrowed/Rented